Data Validation Meeting Agenda and Minutes for 4/25/2012

1. **Discuss Report Calendar:**
   - Create Outlook Calendar for re-occurring reports (CBM etc..)
     - **Action Item:** Shauna Canalez will create calendar and share calendar with users. - Calendar has been created, everyone in the groups have been given owner rights along with instructions on how to access the calendar.
   - Include reporting dates through Fall 2012 for now:
     - **Action Item:**
       - Everyone send Reports with due dates included.
     - Jon Puttonen stated that a reporting window should be created to allow any changes or fixes to be made to all reports or scripts that need to be ran (an estimation for time to complete).

2. **Discuss Banner updates and timing of Reports:**
   - Jon Puttonen talked about possibly creating another instance of the data for Reporting purposes. Data should stay the same, unless modified for reporting.
   - Banner changes should not be made to the reports during reporting period.

3. **Discuss Faculty data entered in Banner:**
• Discussion was about loading Faculty data (degrees awarded) from Digital Measures to Banner. There is a form in Banner that will handle such information (SIAFDEG).
  
  o **Action Item:**
  
  Jeremy will extract the data from Digital Measures (xls spreadsheet) and send to Jon Puttonen to load to Banner form (SIAFDEG).
  
  Jon Puttonen will look in Banner to also see if we can add an attribute for Faculty to show 18 hr rule and Qualification Letter.

4. **International Student Counts:**

• Briefly discussed an issue found with the CBM001 data in the IR database for students with SSN’s that had been changed in Banner. Paige stated that the Registrar’s office was using a form now in Banner (SZAPRID), that records the previous and current SSN for students. But prior to this semester (Spring 2012), the form was not used. There are roughly 900 students from 2000 forward that don’t have a matching SSN in Banner.

• **Action item:**
  
  Jon Puttonen has created a report that tries to match first name, last name and DOB of any student that doesn’t have a matching SSN in Banner.

5. **Open Topics that might need to be addressed:**

• How do we identify Online Courses?
  
  o Paige stated to identify these courses you would look for a ‘W’ in the last digit of the section number (ex.
ACCT221101W) or a 9 will be put in the instructor method of the course.

- How do we identify Off Campus Courses?
  Paige stated that for each off campus course a specific campus code is placed on the course.